



भारत सरकार, रक्षा मंत्रालय,  
Government of India, Ministry of Defence,  
रक्षा लेखा नियंत्रक, उद्यान विहार, नारंगी, गुवाहाटी-781171  
Controller of Defence Accounts, Udyan Vihar, Narangi, Guwahati-781171  
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**IMPORTANT CIRCULAR NO.75**

F. AN/1A/2085/Volunteer/Vol-XV

Date: 22/06/2020

To

- 1 All sections in Main Office
- 2 All Sub-offices,
- 3 IFA HQr, (EAC) Shillong, IFA, HQr 3 Corps,  
IFA, HQr 4 Corps, IFA 10 Wing Jorhat

**Subject: Transfer Estt DAD. Port Blair .**

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The HQrs Office, Delhi Cantt. vide their letter No.AN/(Estt.Others)/10092/6/2020/PB dated 16/06/2020 has called for volunteers for Port Blair amongst SAs/Auditors/Clerks on the following criteria :

1 a) He/She should have completed minimum 02 years in the present serving station. For new recruit, he/she should have completed 03 years stay in their initial place of posting

b) Individuals who will be having a residual service of at least 02 years at the time of selection will be considered for posting to Port Blair and will be repatriated to one of their three choice stations on completion of prescribed tenure .

2 Individuals , who once apply for Volunteer for Port Blair will not be allowed to withdraw during the validity of volunteer list unless there are compelling medical /personnel reasons and recommended by the Principal Controller /Controller under a D.O. letter clearly bringing out the genuineness of the case supported with relevant documents/certificates . Further, request for cancellation will not be entertained after issue of transfer orders.

The names of willing SAs/Auditors/Clerks may be furnished in Annexure-A1 (Copy enclosed) duly filled in and signed by the individual to this office latest by 24/07/2020 positively through Speed Post/FAX/e-mail

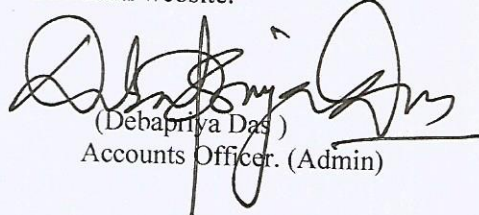
'Nil' report is also required.

Copy to:-

1. IT & SW (Local):

For uploading in CDA Guwahati website.

Sd-  
(Debapriya Das )  
Accounts Officer. (Admin)

  
(Debapriya Das )  
Accounts Officer. (Admin)

**VOLUNTEER APPLICATION**  
(Original copy to be forwarded to HQrs.)

1	ACCOUNT NO				
2	GENDER (Male / Female)				
3	NAME				
4	CATEGORY (GENERAL/OBC/SC/ST/PH)				
5	GRADE (AAO/SD(A)/SA-S(App)/SUPERVISOR(A/c)/Sr.AUDITOR/AUDITOR/CLERK/PS/STENO/HT/INT/DEO/LIBRARIAN/MTS/DRIVER)				
6	DATE OF BIRTH (DD/MM/YYYY)				
7	DATE OF APPOINTMENT (in DAD) (DD/MM/YYYY)				
8	DATE OF PROMOTION (DD/MM/YYYY) (As Group 'C' in r/o Staff & as SO(A) in r/o officers)				
9	ROSTER No. (Mandatory in case of AAO)				
10	Whether appearing in ensuing SAS Part-II (In case of Sr. Auds/Auditors/Clerks/Stenos/DEOs)				
11	HOME TOWN (Specific District as per Service Record & not Village or State) If DAD office not available at Home town, nearest Station to Home town where DAD office is situated				
12	SERVICE PROFILE (In DAD)				
	Name of Office	Organisation	Whether Sensitive Assignment (Yes / No)	Station	From Date (dd/mm/yyyy) To Date (dd/mm/yyyy)
13	CHOICE STATION (Station (NOT Office) where DAD offices are located and BHUTAN/ PORTBLAIR may not be opted as a separate panel exists for these stations)		First Preference		
			Second Preference		
			Third Preference		

14	Whether EDP trained (Yes/No) (If yes, specify project)			
15	APAR GRADING (Upto two decimal places)			
16	Brief Grounds for transfer:			
Attach latest Medical Certificate (NOT MEDICAL PRESCRIPTION & TEST REPORTS) in respect of medical cases and Service certificate showing Station & Department from the employer in case of spouse.				
17	<b>UNDERTAKING</b> It is to undertake that the information furnished above are correct.			
18	Date: / /20	(SIGNATURE OF APPLICANT)		
<b>(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)</b>				
<b>(To be filled by the Controller's office)</b>				
19	<b>GROUND FOR RECOMMENDATION</b> (Hard Tenure Completion, Age, Physically Challenged %, Medical Self, Medical Dependent, Serving Spouse - As per DoPT Guideline, Lady Seeking Repatriation, Home Town, Stay Away)			
20	If Not recommended reason thereof	_____		
21	Whether any disciplinary case is pending against the individual.	_____		
22	Date: ___/___/20___	(SIGNATURE AND SEAL OF GO(AN))		